



❖ CAREER EXECUTIVE ASSIGNMENT ❖

EXAMINATION ANNOUNCEMENT

Department: Water Resources
Position Title: Chief, Division of Engineering (Level 4)
Salary Range: \$9,018 – \$9,939 (Maximum rate for engineers is \$13,381)
Final Filing Date: March 13, 2013

DUTIES/RESPONSIBILITIES:

Under the general direction of the Deputy Director, the Chief, Division of Engineering, plans, organizes, directs, coordinates, and controls design and construction activities of the State Water Project and related facilities. This position exercises general supervision over a major engineering division of the Department of Water Resources.

Major duties of the position are:

- Coordinates activities of the Division of Engineering with other divisions and offices regarding State Water Project work, frequently involving outside agencies such as power companies and water contractors, by monitoring progress, identifying problem areas, and issuing requests for action required by various offices to assure timely completion of features such as power plants, pumping plants, dams and aqueducts.
- Advises the Director on policy in design and construction matters relating to projects within the Department of Water Resources and other State agencies such as Parks and Recreation, Boating and Waterways and the Reclamation Board.

EXAMINATION INFORMATION:

The examination process will consist of an Application and Statement of Qualifications evaluation conducted by a screening committee. The minimum and desirable qualifications listed on this announcement will be used as the standard to screen applications. Interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection. The results of this examination will be used to fill the Chief, Division of Engineering position and may be used to fill subsequent vacancies for this position for a period of up to twelve months. Each candidate will be ranked competitively and notified of their results.

Applicants should take special care in accurately and completely filling out their application (Std. 678) by listing all experience relevant to the announcement. The "Statement of Qualifications" should describe a candidate's experience, knowledge and abilities relative to the desirable qualifications of the Chief, Division of Engineering position. Specific examples must be provided. The Statement of Qualifications should be typed in 12-point font size, with standard margins and should not exceed two pages in length. Applicants who fail to submit a Standard State Application (Std. 678), and the Statement of Qualifications will be eliminated from this examination process. Resumes may be attached to the Std. 678. Resumes and/or cover letters do not take the place of a Statement of Qualifications. A copy of the DD214 or other official discharge documents must be submitted if qualifying under Pattern IV.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY FOR ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government Code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and the trends of public administration, organization and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; and the Department's Equal Employment Opportunity Program and the processes available to meet program objectives.
- (2) Ability to plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's Equal Employment Opportunity Objectives.

DESIRABLE QUALIFICATIONS:

The examination will consist of an application screening process by a departmental evaluation committee. The committee will screen applications on the basis of background, managerial experience, and the following desirable qualifications:

- a. Demonstrated managerial experience in the organizing, planning, design, and construction of large water development systems including extensive aqueducts, hydroelectric pumping and generating facilities.
- b. Well developed interpersonal skills and the ability to present self and ideas effectively and gain confidence of top-level administrators, water service contractors, and others.
- c. Extensive engineering and environmental background with an emphasis in water and power system planning, design, and construction.
- d. Possession of a valid certification of registration as a Professional Engineer issued by the California State Board of Registration for Professional Engineers.
- e. Extensive background in managing and supervising multi-disciplinary workforces, including professional and technical employees, and in labor relations.

HOW TO APPLY:

All interested applicants must submit a standard State application (Std. Form 678) and a two-page "Statement of Qualifications" to the attention of Elaine Hall, Department of Water Resources, P.O. Box 942836, 1416 9th Street, Sacramento, CA 94236-0001. Applications and Statement of Qualifications must be received by **4:30 p.m.** on the final filing date, **March 13, 2013**. Applications must have an original signature. Faxed or emailed applications will not be accepted for any reason. **Applicants who fail to submit an Application and a Statement of Qualifications will be eliminated from the examination.** It is the personal responsibility of each examination candidate to submit their application materials within the timeframe and in the manner specified on this examination bulletin.

Questions concerning this examination process should be directed to Elaine Hall, Manager, Selection Services at (916) 653-7807.

**California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD Telephones 1-800-735-2929
From Voice Telephones: 1-800-735-2922**